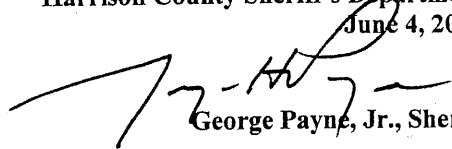


General Order #62
Harrison County Sheriff's Department
June 4, 2004


George Payne, Jr., Sheriff

EMPLOYEE DISCIPLINE

1. SCOPE

All employees of the Harrison County Sheriff's Department (full or part time) are subject to the provisions of this policy.

2. POLICY

It is the policy of the Harrison County Sheriff's Department that its employees serve the Citizens of Harrison County effectively and efficiently. In accordance with this policy, the actions of the employee's of the Sheriff's Department shall comply with departmental policies, rules and procedures. The failure of an employee to perform their duties in a satisfactory manner shall be cause for disciplinary or other corrective action. The Harrison County Sheriff and appropriate supervisors will administer this policy.

3. DISCIPLINARY REVIEW BOARD

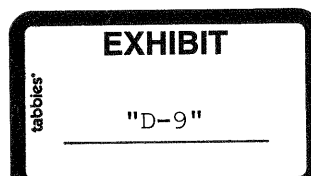
The Disciplinary Review is sanctioned under the authority of the Sheriff. In the absence of the Sheriff his designee shall assume the role as appointing authority.

1) Board Members

- a) Operations Major – Board Member
- b) Administration Major – Board Member
- c) Corrections Major – Board Member
- d) Academy Major – Board Member

2) Duties and Responsibilities

- a) Upon the request of any Division Director or the Sheriff, the Disciplinary Review Board will convene to hear formal charges against an employee of the Harrison County Sheriff's Department. The Sheriff or in his absence, his designee must approve all Disciplinary Review Boards.



- b) Prior to awarding any formal sanctions against an employee, the Disciplinary Review Board will convene to hear the charges against the employee. The employee will be given the opportunity to respond orally or in writing to the charges.
- c) The Chairman of the Review Board will be the Major in charge of the Department in which the employee works that is appearing before the board.
- d) The Major and at least two members must be present to convene the Board. The Sheriff or his duly appointed designee may appoint a temporary Board member to hear a case. The temporary Board member must have the rank of Captain or above to serve on the Board.
- e) After hearing the employee's response to the charges, the Major who is acting Chairman or a duly appointed designee will forward the Disciplinary Review Board's recommendation to the Sheriff.

3) Classification of Allegations

The Major who is acting Chairman or a duly appointed designee shall recommend one of the following four classifications:

- (a) Unfounded – the allegation is false or not factual.
- (b) Exonerated – the incident occurred, but was lawful and proper.
- (c) Not sustained – there was insufficient evidence to prove or disprove the allegation.
- (d) Sustained – the allegation is supported by a preponderance of evidence to justify a reasonable conclusion that the incident did occur.

4) Corrective Actions

If formal disciplinary action is warranted, the Disciplinary Review board will make one of the following recommendations:

- (a) Written Reprimand
- (b) Demotion
- (c) Suspension
- (d) Termination

5) Final Determination

The Sheriff will review the charges and the recommendations of the Disciplinary Review Board. The Sheriff or in his absence the appropriate Major will make the final determination of what, if any, disciplinary action will be taken.

6) Appeal

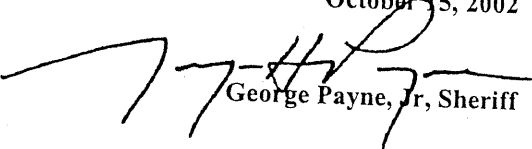
All disciplinary actions awarded by the Sheriff, with the exception of letters of reprimand, can be appealed to the Civil Service Commission.

D. Documentation and Removal of Disciplinary Action

Documentation of disciplinary actions including suspension, demotion, or dismissal will remain in the employees' personnel file indefinitely. Letters of reprimand, however, may be removed and expunged by the Sheriff upon the request of the employee.

Letters of reprimand must remain in the employees' personnel file for a minimum of twelve months. An employee may petition the Sheriff to have a letter of reprimand removed from his/her personnel file. If the Sheriff approves the removal of the letter of reprimand, the letter will be expunged from the personnel file.

General Order #44
Harrison County Sheriff's Department
October 15, 2002


George Payne, Jr, Sheriff

CORRECTIVE MEASURES

1. SCOPE:

This policy is directed to all employees of the Harrison County Sheriff's Department.

2. PURPOSE:

The purpose of the General Order is to establish a uniform and incremental system of corrective measures. The primary intent is to maintain good order and structure within the department.

It is imperative for each employee to obey established regulations and exercise sound judgment at all times. It is the responsibility of each supervisor to maintain the proper discipline among his/her subordinates.

3. POLICY STATEMENT:

Harrison County Sheriff's Department policy is that all corrective measures be administered at the lowest level of supervision with the least severe actions warranted by the seriousness of the infraction.

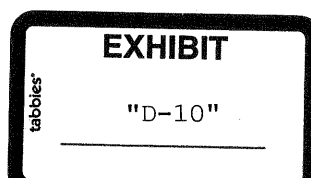
4. TYPES OF CORRECTIVE ACTION:

A supervisor may consider any two actions of equal or greater severity administered to an employee as constituting a trend of irresponsible or incompetent behavior. Any subsequent behavior or problems may be dealt with by more severe measures.

The following types of corrective actions are listed from the least severe to the most severe:

General Order #44 - October 15, 2002

1



A. Verbal Counseling:

Supervisors are obligated to make every effort to resolve minor problems as soon as possible. Private, person-to-person, counseling sessions should be used to avert more serious future problems.

1. The following list is not to be inclusive, but provides examples of instances when this type of corrective action may be used:
 - (a) Minor violations of departmental general orders or policies not resulting in injury or monetary loss to the county.
 - (b) Minor lapses in operational efficiency.
 - (c) Poor performance that appears to be the result of a training issue or a misunderstanding of departmental regulations or policies.
2. A Supervisor may consider a series of two counseling measures as a trend of irresponsible or incompetent behavior by the employee. The third counseling session should be dealt with a more serious measure.

B. Formal Written Counseling:

When an employee appears to be unreceptive to verbal corrections, the discrepancy should be fully documented on a Written Counseling Form.

1. The following list is not to be considered all-inclusive but provides examples of instances when this type of corrective action may be used:
 - (a) The third verbal counseling violation of department regulations or policies not resulting in injury or monetary loss to the county.
 - (b) Lapses in operational efficiency considered by the supervisor to be serious enough to warrant documentation.
 - (c) Unreceptive behavior regarding training and/or constructive criticism from a supervisor or an appointed trainer.
 - (d) Failure to comply with a lawful order from a higher ranking employee.

2. A series of two Formal Written Counselings may be considered by a supervisor as constituting a trend or irresponsible or incompetent behavior serious enough to warrant the use of a more severe corrective measure.

C. Letter of Reprimand:

A written reprimand may be a part of a continuing pattern of corrective measure or may be used as the initial action depending on the circumstance.

1. The following list is not to be considered all-inclusive but provides examples of instances when a Letter of Reprimand will be used in a continuing pattern of corrective measures.
 - (a) Violation of departmental general orders or policies not resulting in injury or monetary loss to the county, which the supervisor believes will not be corrected with a Formal Written Counseling.
 - (b) Lapses in operational efficiency such as inefficiency in responding to calls, report problems, and tardiness.
 - (c) Unreceptive behavior towards a supervisor and/or an appointed trainer regarding training and/or constructive criticism.
 - (d) Failure to comply with a lawful order from a higher ranking employee.
 - (e) When the employee fails to make a good faith effort to adhere to previous corrective measures.
2. The following list contains examples of instances when a Letter of Reprimand may be used as an initial corrective measure:
 - (a) An act or omission that results in the injury or creates a serious potential for an injury.
 - (b) An act or omission that results in monetary loss to the county as a result of damage to county property and/or damage to private property when the county is liable.
 - (c) An act that is detrimental to the good order and/or discipline of the department.
 - (d) Failure to comply with a lawful order from a higher ranking employee.

Examples:

- (1) Knowingly disobeying the order of a higher- ranking employee.
- (2) Public criticism of supervisors, co-workers, citizens, or any part of the county administration.
- (3) Encouraging others to disregard the integrity of department regulations, policies, and orders.
3. A series of two Letters of Reprimand may be considered by a supervisor as constituting a trend of irresponsible or incompetent behavior serious enough to warrant the use of a more severe measure.

D. SUSPENSIONS:

Whenever a continuous pattern of performance/conduct has not improved, or is unlikely to improve, a suspension not to exceed thirty days may be implemented if an employee commits a violation of department policy and/or exhibits conduct that has a detrimental impact upon the maintenance of good order and discipline within the department.

1. The following list is not considered as all inclusive, but provides examples of instances that suspension may be used in a continuing pattern of corrective measures:
 - (a) Infractions of departmental general orders or policies, not resulting in injury or monetary loss to the county.
 - (b) Lapses in operational efficiency.
 - (c) Unreceptive behavior towards a supervisor and/or an appointed trainer regarding constructive criticism and/or training.
 - (d) Failure to comply with a lawful order from a higher ranking employee.
 - (e) Failure to make a good faith effort to adhere to the corrective measures stipulated in any of the previously corrective actions.
2. The following list contains examples or instances when a suspension may be used as an initial corrective measure. Acts that are seriously detrimental to the good order and discipline of the department including, but not limited to, the following:

- (a) An act or omission that results in injuries or creates a potential for injuries.
 - (b) An unsafe act or admission that results in the monetary loss to the county through damage to county property and/or damage to private property when the county incurs the liability.
 - (c) Defiance of a higher-ranking employee.
 - (d) Under the influence of alcohol, stimulants, depressants, or any other substance while on duty that can alter the ability to reason and/or function in a crisis situation.
 - (e) Failure to comply with a lawful order from a higher ranking employee.
 - (f) Physical or psychological abuse of any employee or citizen.
 - (g) Any force that exceeds the amount necessary to bring a person under control effectively.
 - (h) Refusal or failure to respond to a call for service or situation.
 - (i) Refusal or failure to provide back up or assistance for a fellow employee in a hazardous or a potential hazardous situation.
 - (j) Making a false official statement.
3. A supervisor may consider a series of two Suspensions as constituting a trend of irresponsible or incompetent behavior serious enough to warrant the use of a more severe measure.

E. DEMOTIONS:

An employee that holds a rank is expected to accept an increasing amount of responsibility when promoted. Whenever it becomes apparent that an employee cannot or will not accept the appropriate responsibility and is unable or unwilling to improve his/her performance/conduct after previous corrective measures have been administered, demotion in rank may be implemented in order to place the employee in a position of reduced responsibility. Demotion may also be implemented as an initial corrective action in rare instances in which the employee's actions are of such magnitude as to jeopardize the good order and discipline of the department.

Demotions in rank are a grave matter and should be implemented only after careful and deliberate consideration of the existing circumstances. The situations listed below are examples of instances in which demotion may be appropriate:

1. The following list is not to be considered all-inclusive, examples of instances in which demotion may be used in a continuing pattern of corrective measures:
 - (a) Infractions of departmental general order policies which do not result in injury or monetary loss to the county, but which do interfere with the maintenance of an efficient, superior subordinate relationship within the department.
 - (b) Lapses in operational efficiency.
 - (c) Failure to cooperate with a training instructor directed by higher authority, and/or unreceptive to training or constructive criticism by a higher-ranking employee after other corrective measures have been administered.
 - (d) Failure to make a good faith effort to adhere to previous corrective measures.
 - (e) Failure to comply with a lawful order from a higher ranking employee.
 - (f) Acts, which have the potential of being detrimental to the good order and discipline of the department.
2. The following list is not to be considered all-inclusive, but provides examples of instances in which instances may be used as an initial corrective measure:
 - (a) A knowing and willful unsafe act or omission which results in injuries to departmental employees or other citizens, or which creates the potential for injuries.
 - (b) A knowing and willful act, which results in the county incurring monetary loss or liability as a result of damage to county or private property.
 - (c) Defiance toward a supervisor who is acting in an official capacity.
 - (d) Under the influence of alcohol, stimulates, depressants, or any other substance while on duty that alters the individual's ability to reason and/or function in a crisis situation.
 - (e) Failure to comply with a lawful order from a higher ranking employee.
 - (f) Physical or psychological abuse of another employee.

- (g) Refusal or failure to respond to a police call and/or a request for assistance by another officer in a potentially hazardous situation.
- (h) Making a false official statement regarding any incident.
- (i) Advising or encouraging any other employee to disobey or evade a department general order or policy.

F. DISMISSAL:

This is the ultimate Corrective Measure to behavior/performance problems and should be taken as a last resort.

Dismissal from employment is a grave matter and should be carefully and thoughtfully considered. The situations listed below are examples of instances in which dismissal is appropriate:

1. The following list is not considered all inclusive but provides the instances in which dismissal may be used as the final act in a continuing pattern of corrective measures:
 - (a) Minor infractions of departmental regulations and policies after other corrective measures have been administered without significant improvement in the overall performance/conduct.
 - (b) Lapses in operational efficiency after other corrective measures have been administered without significant improvement in the overall performance/conduct.
 - (c) Unreceptive to training and/or failure to cooperate with a training instructor or training program after a less severe corrective measure has been administered without significant improvement in overall performance/conduct.
 - (d) Failure to comply with a lawful order from a higher ranking employee.
 - (e) Failures to make a good faith effort to correct overall behavior/performance problems after less severe corrective measures have been administered.
 - (f) Disruptive influence to the good order and discipline of the department.
- (g) Under the influence of alcohol or any other substance while on duty generally known to alter an individual's ability to reason or function in a normal manner.

- (g) Under the influence of alcohol or any other substance while on duty generally known to alter an individual's ability to reason or function in a normal manner.
- (h) Brutality toward citizens, prisoners or co-workers.
- (i) Knowingly and willingly using a firearm in violation of departmental general order/policy.
- (j) Falsifying a statement(s) on the employee's application.
- (k) Accepting money, goods, or services in exchange for protecting illicit operations or granting any special considerations to any person(s).
- (l) Willful disobedience of orders.

5. Who Will Administer Corrective Measures:

Any supervising employee can initiate corrective measures but a supervisor in the employee's chain of command should implement the process. Unless special circumstances exist, the employee's immediate supervisor will implement the corrective measure process.

6. The Corrective Measure Process:

The initiating supervisor will prepare a Notification of Intent form by listing the details of the act or omission. This form will be forwarded to the employee's immediate supervisor at which time, the implementation process will begin.

The immediate supervisor will explain to the employee in private the reasons for the corrective measure. The employee will be advised of his/her rights to appeal the corrective measure.

A. Appeal Process:

1. The employee will sign the Notification of Intent form to acknowledge notification of the corrective measure. The employee will indicate if he/she desires to appeal the measure to a higher level.

2. When an employee indicates he/she wants to appeal the measure, all original paperwork (notification form and any documentation that supports the measure) will be forwarded to the employee's next level of supervision for review. This process will continue until the employee acknowledges acceptance of the measure by annotating it on the form or continues the appeal process to the Sheriff. The Sheriff must approve all suspension, demotion, and dismissal measures.
3. If the Sheriff agrees with the measure, any employee holding permanent civil service status may request a Civil Service hearing for the purpose of investigating the appropriateness of such action. Such hearing will be conducted in accordance with Civil Service regulations. It is the employee's responsibility to adhere to the Civil Service Commission's appeal procedures.

B. Acceptance Process:

If the employee decides not to appeal the measure, the notification form will be attached to the corrective measure paperwork. These documents will be forwarded to the Division Major by means of the employee's chain of command.

1. The Division Major will review the information and determine if the measure is appropriate. The decision will be documented on the form at which time the form will be returned to the implementing supervisor. If the measure is a suspension, demotion, or a dismissal, the Division Major will inform the employee regarding the details of the measure.
2. If the Division Major does not agree with the measure listed, he/she can alter it as he/she sees fit. The Division Major will meet with the implementing supervisor who forwarded the form to him/her and review the changes to the measure. The implementing supervisor will need to meet with the employee in private to explain the changes. Due to the changes of the measures, the employee is allowed to change his/her decision to appeal the measures if the employee desires.
3. The Sheriff will direct the creation of a personnel order regarding corrective measures when orders are necessary.

7. Disposition of Records:

The original personnel order and all supporting documents will be filed in the employee's personnel file. A copy of the personnel order will be filed in the employee's performance file by the implementing supervisor.

8. Implications of a Corrective Measure:

A. All Verbal Counseling Measures will remain in an employee's performance file for a period of three months. If no additional measures have been implemented during this period, the corrective measure will not affect the employee for considerations of promotion, special unit transfer, chain-of-status, or any other career orientated personnel action.

B. All Formal Written Counseling Measures will remain in an employee's performance file for a period of six months. If no additional measures are implemented during this period, the measure will not affect the employee for consideration of promotion, special unit transfer, chain-of-status, or any other career orientated personnel action.

C. All Letter of Reprimand Measures will remain in an employee's performance file for a period of one year. If no additional measures are implemented during this period, the measure will not affect the employee for consideration of promotion, special unit transfer, chain-of-status, or any other career orientated personnel action.

D. All Suspension Measures will remain permanently in an employee's personnel file and performance file. During a one-year period immediately following the completion of a suspension, the employee is automatically disqualified for consideration of promotion, special unit, transfers, chain-of-status, or any other career oriented personnel actions.

An employee who receives a suspension measure should honor the measure by missing work. But, the Sheriff has the option to allow an employee to use accrued annual leave or compensation time.

E. All Demotion Measures will remain permanently in an employee's personnel file and performance file. The employee will be eligible for consideration of promotion, special unit transfer, chain-of-status, or any other career orientated personnel actions after two years from the official demotion date.

9. Emergency Circumstances:

A Section Leader may relieve an employee from duty with pay in an emergency situation without The Sheriff or Division Major approval. An emergency situation must constitute endangering a human life. The Section Leader will immediately contact the Division Major and start the corrective measure process. If the Division Major is unavailable, the Section Leader will contact the Sheriff.

10. Reimbursement for Damages/Monetary Loss to Harrison County:

Whenever an employee causes a monetary loss to the County due to an act or omission, which constitutes misconduct or personal negligence, such employee may be required to reimburse the County for the amount of the monetary loss. Reimbursement may be used in conjunction with any corrective measure.

A. The Sheriff can mandate reimbursement expenses for damages and/or monetary loss to Harrison County as a result of the employee's actions. The amount of the reimbursement will be listed on the employee's personnel order along with the corrective measure implemented.

B. After the reimbursement has been ordered, the records relating to such action will be filed in the employee's personnel file and performance file.

C. The Sheriff will specify the method of reimbursement as one of the following:

(1) The employee may make a one-time payment to be deposited into Harrison County's General Fund.

(2) The employee may elect to have up to six equal shares deducted from his/her paycheck. Under special circumstances, the Sheriff may authorize deviation from the time restriction.

(3) The employee's Division Major will ensure that appropriate arrangements are made with the Payroll Office.

**HARRISON COUNTY SHERIFF'S DEPARTMENT
SUPERVISOR INFORMAL COUNSELING NOTES**

Employee: _____ Position: _____

Supervisor: _____ Position: _____

Subject of Counseling: _____

Brief Description of Problem:

Brief Description of Meeting With Employee:

**HARRISON COUNTY SHERIFF'S DEPARTMENT
FORMAL WRITTEN COUNSELING**

Employee: _____ Position: _____

Supervisor: _____ Position: _____

Subject of Counseling: _____

Supervisor's Comments:

The following corrective measures are considered appropriate at this time:

Supervisor Signature

Date

Employee Comments:

I hereby acknowledge that measures are being taken against me for the above violation. I consider this measure to be ☐ not appropriate and I ☐ desire an interview with the next supervisor in the chain-of-command.

Employee Signature

Date

**HARRISON COUNTY SHERIFF'S DEPARTMENT
NOTIFICATION OF INTENT TO INITIATE
CORRECTIVE MEASURES**

Employee: _____ Position: _____

Initiating Supervisor: _____ Position: _____

Supervisor's Comments:

I am hereby recommending the following corrective measures:

If you consider this measure inappropriate and it is upheld throughout the chain-of-command, you have the right to a hearing before a Board of Inquiry and such board will be convened at your request.

Supervisor Signature Date

Employee's Comments:

I hereby acknowledge that measures are being taken against me for the above listed violation. I consider this measure

☐ Appropriate ☐ Not Appropriate

If the measure is upheld throughout the chain-of-command, I

☐ Desire ☐ Do Not Desire

a hearing before the Board of Inquiry.

Employee Signature Date

IMMEDIATE SUPERVISOR COMMENTS:

- ☐ I concur with the proposed measure.
- ☐ I do not concur with the proposed measure.
Recommendations and comments are attached.

Signature

Date

SECTION SUPERVISOR COMMENTS:

- ☐ I concur with the proposed measure.
- ☐ I do not concur with the proposed measure.
Recommendations and comments are attached.

Signature

Date

DIVISION MAJOR COMMENTS:

- ☐ I concur with the proposed measure.
- ☐ I do not concur with the proposed measure.
Recommendations and comments are attached.

Signature

Date

SHERIFF COMMENTS:

- ☐ I concur with the proposed measure.
- ☐ I do not concur with the proposed measure.
Recommendations and comments are attached.

Signature

Date

Harrison County Adult Detention Facility

George Payne, Jr., Sheriff

Post Assignment

Shift: 2300-0700

Date: 09/08/2004

A-Tower	Booking Control	A-Block Headcount
Robinson #176	Dodd #321	Robinson #176
	Perimeter Patrol	FTO Labauve #178
A-Floor	Jaspers #199	FTO Littlefield #204
FTO Labauve #178		Phillips #246
	Medical Security	
B-Tower		B-Block Headcount
Fore #301	Front Desk/ Receptionist	Fore #301
Tippetts #154	Smith #162	Minor #284
B-Floor		Brawner #179
Minor #284		Moore #282
	Shift Supervisor	
Juvenile Watch	Sgt Mathis #228	C-Block Headcount
Moore #282	Secondary Supervisor	Richardson #174
Lockdown Unit B/D	Sgt Caldwell #314	Barnes #183
Brawner #179		Erwin #259
C-Tower	Annual/Sick Leave	Necaise #221
Richardson #174	Branning #184 80 Hour Class	
	Lorenzo #278 P/T S/L	
C-Floor		D-Block Headcount
Barnes #183		Wilson #172
		Taylor #269
		Lawson #198
D-Tower	Day Off	Dodd #321
Lanham #219	Sgt Ellsberry #231	
	FTO Kelly #181	
D-Floor	Cox #218	Part-Time Personnel
Taylor #269	Gwin #215	
Wilson #172	Hill #248	
	Payne #317	
Medical Watch D/F	Propes #233	
Lawson #198	Stover #308	
Central Control	Evans #166	
Hester #152	Kelly #286	
Rover	Adamson #158 P/T	
Phillips #246		Response Team
FTO Gaines #213 FTO Rover		Sgt Mathis #228
Booking	Officers in Training	Sgt Caldwell #314
OIC Teel #143	Hester #152 Central Control	FTO Labauve #178
Necaise #221	Dodd #321 Booking Control	FTO Gaines #213
	Phillips #246 R-1	Barnes #183/Necaise #221
	Tippetts #154 B-Control	Wilson #172/Phillips #246
		Taylor #269/Brawner #179
Security Personnel on duty: 21		
Part-Time Personnel on duty: 00		
Total personnel on duty: 21		

EXHIBIT

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D-11"

Harrison County Adult Detention Facility

George Payne, Jr., Sheriff

Post Assignment

Shift: 1500 - 2300

Date: 9/08/04

A-Tower	Booking Control	A-Block Headcount
McGill #214	Smart #182	F.T.O. Littlefield #204
F.T.O. Littlefield #204	Perimeter Patrol	McGill #214
A-Floor	Jaspers #199	Wills #205
Brown #188		Neill #238
	Medical Security	
B-Tower		B-Block Headcount
Williams #173 P/T	Front Desk/ Receptionist	Tarpley #267
	Morgan #240	Hall #293 P/T
B-Floor	Allen #733	Priest #288
Hall #293 P/T	Coleman #558	Blankinchip #303
	Shift Supervisor	
Juvenile Watch	Sgt. Rogers #161	C-Block Headcount
Priest #288	Secondary Supervisor	F.T.O. Sumrall #239
Lockdown Unit B/D	Sgt. Thomas #285	Munns #294
Blankinchip #303		Erwin #259
C-Tower	Annual/Sick Leave	Santora #315
Munns #294		
F.T.O. Sumrall #239		
C-Floor		D-Block Headcount
Erwin #259		Robbins #263
		Smith #169
	Day Off	Rhodes #192
D-Tower	Sgt. Collins #254	Foster #230
Smith #169	F.T.O. Pickens #201	
Robbins #263	Atchley #207	
D-Floor	Lawson #299	Part-Time Personnel
Rhodes #192	Peterson #309	Hall #293
Santora #315	Priest #310	Williams #173
	Thompson #224	
Medical Watch B/F	Whittington #323	
Foster #230	Barnard #242	
Central Control	Stolze #251	
James #318	Bartley #155	
Rover	Chorba #561	
Campbell #292	Tate #N/A	Response Team
	Training	Sgt. Rogers #161
Booking	McGill #214	Sgt. Thomas #285
Neill #238	Munns #294	Campbell #292
Wills #205	Smith #169	Erwin #259
		Santora #315
		Brown #188
Security Personnel on duty: 22		
Part-Time Personnel on duty: 02		
Total personnel on duty: 24		

Harrison County Adult Detention Facility

George Payne, Jr., Sheriff

Post Assignment

Shift: 0645-1500

Date: September 8, 2004

A-Tower	Booking Control	A-Block Headcount
Rush #206	T. Johnson #209	Rush
	Perimeter Patrol	Merrell
A-Floor		Moore
Merrell #187		Snell
	Medical Security	
	Anderson #275	
B-Tower	Smith #164	B-Block Headcount
Beasley #196	Front Desk/ Receptionist	Beasley
	Allen #733 P/T	McBeath
B-Floor	Feazell #241	FTO Carson
FTO Carson #276	Maston #727 (Lobby)	Moore, D #282 N/S
	Shift Supervisor	
Juvenile Watch	Sgt. Reese, D. #243	C-Block Headcount
Snell #273	Secondary Supervisor	Moore, T
Lockdown Unit B/D	Sgt. Lege, E. #316	Hawkins
McBeath #306		Harrier
C-Tower	Annual/Sick Leave	McDaniel
T. Moore #825	Varnado #245 A/L	
C-Floor		D-Block Headcount
FTO Gregory #289		Brown
		Hatten
		Marble
D-Tower	Day Off	FTO Gregory
Brown #265	Davis #236	
	Fulton #298	
D-Floor	Henderson #170	Part-Time Personnel
Hatten #226	McGill #214	Allen E.
	Specker #311	
	Sumrell #211	
Medical Watch D/F	Pavolini #280	
Marble #253	Windham #190	
Central Control	Bartley #553	
Ladner #552	Hathaway #556, Glazier #734	
Rover	Francis #225, Johnson, M. #265	
Hawkins #223	Hentges #153	Response Team
	Fortenberry #728	Sgt. Reese
Booking	Officers in Training	Sgt. Lege
Harrier #261	McBeath #306	FTO Gregory
McDaniel #195	Marble #253	Merrell
Moore, T. #186	Zanders #193 (80-Hours Class)	Hatten
		Hawkins
		Harrier
Security Personnel on duty: 21		
Part-Time Personnel on duty: 01		
Total personnel on duty: 22		

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

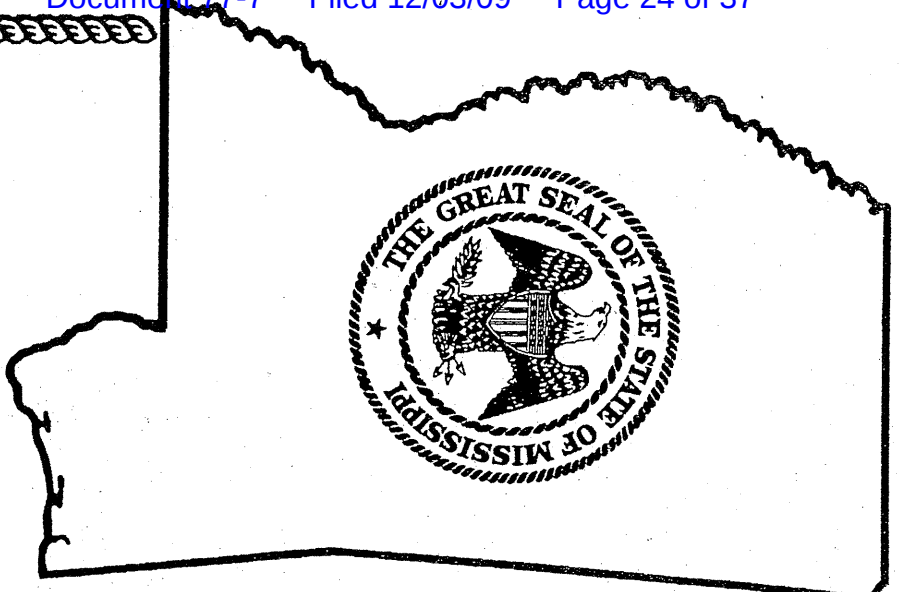
E: TEEL, RYAN M.	BADGE #: 143	DIVISION: CORRECTIONS
HIRED: SEPTEMBER 7, 1999		
CLASS/CERTIFICATION	DATE	TRAINING HOURS
SERVICE TRAINING	10-Sep-99	44 HRS
SERVICE TRAINING FAST TRACK OFFICER SESSION OVERVIEW	27-Jan-00	1.15 HRS
SERVICE TRAINING STRESS	2-Mar-00	1.15 HRS
CRITICAL INCIDENT TRAINING	28-Mar-00	12 HRS
SERVICE TRAINING REPORT WRITING	19-Apr-00	2 HRS
O.C. SPRAY CERTIFICATION	15-Nov-00	UNK
ASP BATON CERTIFICATION	17-Nov-00	UNK
P.P.C.T. CERTIFICATION	20-Nov-00	3 DAYS
FIELD TRAINING OFFICER BASIC COURSE	29-Dec-00	16 HRS
BLOCK OF INSTRUCTION GENERAL RULES OF CONDUCT	26-Mar-01	10 MIN
BLOCK OF INSTRUCTION LEGAL ASSISTANCE	30-Mar-01	10 MIN
BLOCK OF INSTRUCTION PERSONNEL SELECTION & RETENTION	31-Mar-01	10 MIN
BLOCK OF INSTRUCTION POST ORDERS	1-Apr-01	10 MIN
BLOCK OF INSTRUCTION SECURITY PROMOTIONS	4-Apr-01	10 MIN
BLOCK OF INSTRUCTION FACILITY GOALS PURPOSE & MISSION	5-Apr-01	10 MIN
BLOCK OF INSTRUCTION PERSONNEL ECORDS	9-Apr-01	10 MIN
BLOCK OF INSTRUCTION MONTHLY STATISTICAL REPORTING	10-Apr-01	10 MIN
BLOCK OF INSTRUCTION BOOKING & RECEIVING	13-Apr-01	10 MIN
BLOCK OF INSTRUCTION CLASSIFICATION	14-Apr-01	10 MIN
BLOCK OF INSTRUCTION CUSTODY INQUIRIES	15-Apr-01	10 MIN
BLOCK OF INSTRUCTION PERSONAL PROPERTY INVENTORY	18-Apr-01	10 MIN
BLOCK OF INSTRUCTION KEY CONTROL	19-Apr-01	10 MIN
BLOCK OF INSTRUCTION INMATE CUSTODY RECORDS	23-Apr-01	10 MIN
BLOCK OF INSTRUCTION SPECIAL NEEDS INMATES	27-Apr-01	10 MIN
BLOCK OF INSTRUCTION SECURITY SUPERVISION OF HOLDING CELLS	28-Apr-01	10 MIN
BLOCK OF INSTRUCTION TELEPHONE USAGE	29-Apr-01	10 MIN
BLOCK OF INSTRUCTION INMATE UNIFORM & HYGIENE ISSUANCE	2-May-01	10 MIN
BLOCK OF INSTRUCTION FORCED CELL MOVES	3-May-01	10 MIN
HANDCUFFING PROCEDURES	9-Aug-01	1 HRS
SERIOUS OR UNUSUAL INCIDENT REPORTING	2/1/03	15 MIN

LAST UPDATED 2/7/06

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME:	BADGE #:	CONTINUATION SHEET	
DATE HIRED:			
CLASS/CERTIFICATION	DATE	TRAINING HOURS	REMARKS
30 HRS COURSE			
GANGS	1-Sep-03	80 HRS	
PPCT	22-Jan-04	15 MIN	
EVIDENCE	18-Mar-04	3 HOURS	
EVIDENCE	3-Aug-04	2HRS	
FLAMMABLE TOXIC CAUSTIC MATERIALS	8-Sep-04	15 MIN	
POST COMPLETION: VISITATION ROVER	9-Sep-04	15 MIN	
POST COMPLETION: PERIMETER OFFICER	18-Sep-04	16 HRS	
RIOTS AND DISTURBANCES	18-Sep-04	16 HRS	
HOSTAGE	23-Sep-04	15 MIN	
POLICY AND PROCEDURE DIRECTIVE: CUSTODY DIRECTIVE	10-Sep-04	15 MIN	
REPLACEMENT OF INMATE ID BANDS	7-Dec-04	15 MIN	
HEALTH CARE SERVICES	16-Dec-04	15 MIN	
MAIL, TELEPHONE, AND VISITING	20-Dec-04	15 MIN	
SUICIDE CRISIS INTERVENTION	21-Dec-04	15 MIN	
CALLING IN SICK	23-Dec-04	15 MIN	
ANNUAL, MILITARY, AND TRAINING LEAVE REQUEST	27-Dec-04	15 MIN	
CODE OF ETHICS	28-Dec-04	15 MIN	
HEALTH CARE SERVICE	29-Dec-04	15 MIN	
4/19/05 MEMO: EXTENDED RECREATION TIME	3-Jan-05	15 MIN	
TAZER X26 CERTIFICATION	20-Apr-05	15 MIN	
LIBRARY SERVICES: INMATE ASSISTANTS	27-Apr-05	8 HRS	EXPIRES IN 1 YEAR
EMERGENCY & SECURITY PROCEDURES	29-Apr-05	15 MIN	
	28-Jun-05	4 HRS	

LAST UPDATED 2/7/06



Certificate No. D-01430

STATE OF MISSISSIPPI

Board on Jail Officer Standards and Training

Hereby awards this

Professional Certificate

TO

RYAN MICHAEL TEEL

-9890

This 1st day of September, 2003
As being qualified to be a Mississippi Detention Officer under
Provisions of Chapter 482, General Laws of Mississippi, 1999.

Richard Deane

Director
Board on Jail Officer
Standards and Training

Paul B. Baskin

Chairman
Board on Jail Officer
Standards and Training

RYAN MICHAEL TEEL

HAS COMPLETED 44 HOURS

OF INSTRUCTION IN: PRE-SERVICE TRAINING CLASS 99-10

CONDUCTED BY
THE HARRISON COUNTY SHERIFF'S DEPARTMENT

IN 1999 ON THIS 10TH DAY OF SEPTEMBER
YEAR DATE MONTH

Joe Price
JOE PRICE
SHERIFF

INSTRUCTOR

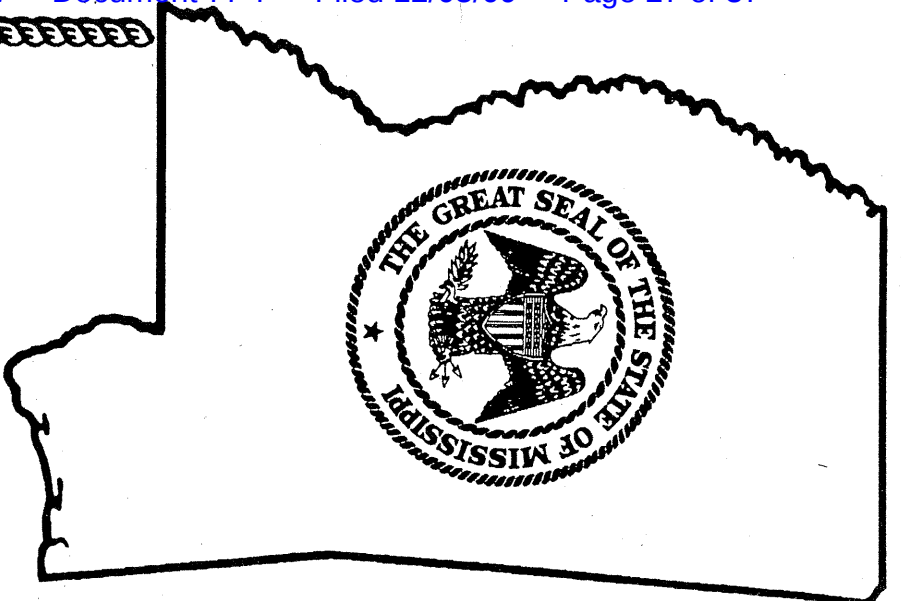
ACADEMY DIRECTOR

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME: NECAISE, JERREDBADGE #: 221DATE HIRED: JULY 16, 2001

CLASS/CERTIFICATION	DATE	TRAINING HOURS
O.C. SPRAY CERTIFICATION	18-Jul-01	UNK
PRE-SERVICE CORRECTIONAL OFFICER COURSE	19-Jul-01	40 HRS
HANDCUFFING PROCEDURES	10-Aug-01	1 HRS
IN-SERVICE TRAINING CORRECTIONS EMERGENCY POLICY	3-May-02	1.5 HRS
ACA PROGRAM AUDIT	9-May-02	15 MIN
IN-SERVICE TRAINING STRESS MANAGEMENT	30-May-02	1 HRS
OLEORESIN CAPSICUM "OC" SPRAY CERTIFICATION	21-Jun-02	3 HRS
DEFENSIVE TACTICS	19-Jun-02	UNK
BASIC CORRECTIONAL OFFICERS TRAINING	21-Jun-02	80 HRS
MECHANICAL ADVANTAGE CONTROL HOLD 1 M.A.C.H. 1	25-Jun-02	10 MIN
MECHANICAL ADVANTAGE CONTROL HOLD 3 M.A.C.H. 3	2-Jul-02	10 MIN
CONTROL FORCE	23-Jul-02	2 HRS
C.E.R.T. BASIC TRU OUT	1-Aug-02	5 HRS
BASIC CORRECTIONAL OFFICERS TRAINING	6/21/03	
80 HR COURSE	9/1/03	
PPCT	3/18/04	4 HOURS
SEXUAL HARASSMENT	5/13/04	3 HOURS
PRE TRIAL RELEASE FORMS	8/21/04	15 MIN
EVIDENCE	9/8/04	15 MIN
CRIME SCENE	9/11/04	15 MIN
SECURITY SUPERVISION	9/22/04	15 MIN
RIOTS AND DISTURBANCES	9/23/04	15 MIN
CHAIN OF COMMAND	30-Nov-04	15 MIN
UNIFORM AND PERSONAL APPEARANCE	3-Dec-04	15 MIN
AFFIRMATIVE ACTION PLAN	7-Dec-04	15 MIN
SEXUAL HARASSMENT	8-Dec-04	15 MIN
DENTAL SERVICES	12/10/04	15 MIN
CENTRAL CONTROL	17-Dec-04	15 MIN

LAST UPDATED 10/11/06



Certificate No. D-01390

STATE OF

MISSISSIPPI

Board on Jail Officer Standards and Training

Hereby awards this

Professional Certificate

TO

JERRED M. NECAISE

-5218

This 1st day of September, 2003
As being qualified to be a Mississippi Detention Officer under
Provisions of Chapter 482, General Laws of Mississippi, 1999.

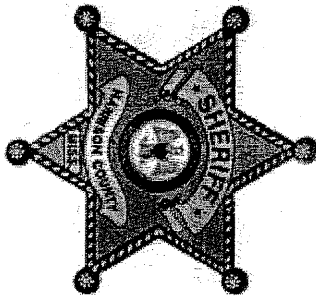
Arthur H. Nease

Director
Board on Jail Officer
Standards and Training

Paul H. Nease

Chairman
Board on Jail Officer
Standards and Training

Harrison County Sheriff's Department Correctional Division



This is to certify that

JERRIED NECAISE

Has successfully completed

Pre-Service Correctional Officer Course

(40 HOURS)

This the 19th day of July, 2001

Riley
Mayor Dianne Gatson-Riley
Director of Corrections

Harrison County Sheriff's Department

Law Enforcement Training Academy

This Certifies That

James A. Harrier, Jr.

has successfully completed a
30-hour course of instruction in

Basic Jail/Correctional Officer Academy

conducted by the Harrison County Sheriff's Department

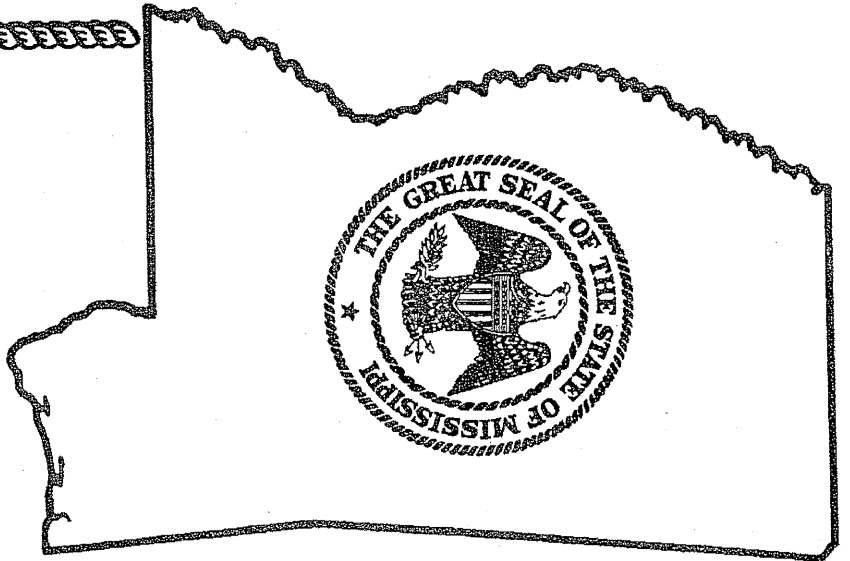
University of Southern Mississippi - Gulf Coast Law Enforcement Training Academy

November 1, 1996

Donald Luck

Academy Director

Joe Hume
Sheriff, Harrison County, Mississippi



Certificate No.

D-00487

STATE OF MISSISSIPPI

Board on Jail Officer Standards and Training

Hereby awards this

Professional Certificate

TO

JAMES HARRIER

-8284

This 20th day of September, 2001

As being qualified to be a Mississippi Detention Officer under Provisions of Chapter 482, General Laws of Mississippi, 1999.

Les R. Houston Sr.

Director
Board on Jail Officer
Standards and Training

Tom Jackson

Chairman
Board on Jail Officer
Standards and Training

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME: **MOORE, TIMOTHY BRANDON**BADGE #: **186**DIVISION: **CORRECTIONS**

DATE HIRED: _____

CLASS/CERTIFICATION	DATE	TRAINING HOURS	REMARKS
40- HOUR PRE-SERVICE			
FIRST AID/CPR			
OC SPRAY			
EMERGENCY HURRICANE PROCEDURES			
HOSTAGE SITUATIONS	29-Mar-03	15 MIN	
NEW KEY INVENTORY LOG /EXEMPTION FROM HEADCOUNT	3-Jul-03	15 MIN	
BD USE OF RESTRAINTS	4-Apr-03	15 MIN	
NATURAL DISASTER PLAN	26-Mar-03	15 MIN	
EMERGENCY KEYS BOXES IN CENTRAL ROOM	29-Jul-03	15 MIN	
HUNGER STRIKE	3/22/03	15 MIN	
EMERGENCY KEYS	3/5/03	15 MIN	
EVACUATION PLAN	3/14/03	15 MIN	
ESCAPE	3/12/03	15 MIN	
FIRE AND EVACUATION	3/14/03	15 MIN	
EMPLOYEES AND INMATE CULTURE			
80 HOUR CLASSES	2/20/04	80 HOURS	
FIRST AID/CPR	2/11/04		
DEFENSIVE TACTICS	2/20/04		
O.C. SPRAY	2/20/04		
AFFIRMATIVE ACTION PLAN	3/15/04	15 MIN	
POST ORDER CORRECTIONAL OFFICER	3/10/04	15 MIN	
STAFFING REQUIREMENT	3/14/04	15 MIN	
FIRST AID/CPR	4/15/04	4 HOURS	
SEXUAL HARASSMENT	5/13/04	3 HOURS	
KEY CONTROL	6/25/04	15 MIN	
TOXIC AND CAUSTIC MATERIALS	7/6/04	15 MIN	
FEMALE INMATES	7/4/04	15 MIN	
DISCIPLINARY	7/4/04	15 MIN	
ASSAULT FROM THE OUTSIDE	7/18/04	15 MIN	
CRIME SCENE	7/19/04	15 MIN	

LAST UPDATED 10/28/05

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME: _____

BADGE #: _____

CONTINUATION SHEET

DATE HIRED: _____

CLASS/CERTIFICATION	DATE	TRAINING HOURS	REMARKS
CASH BOND	7/9/04	15 MIN	
RIOTS AND DISTURBANCES	7/12/04	15 MIN	
FORWARDING OF CUSTODIES	7/9/04	15 MIN	
FORCED MOVES	7/1/04	15 MIN	
INMATE DEATH	7/11/04	15 MIN	
SUICIDE WATCH	7/13/04	15 MIN	
BOMB TREAT	7/20/04	15 MIN	
EVACUATION PLAN	7/27/04	15 MIN	
ESCAPE	7/25/04	15 MIN	
FRONT DESK	7/23/04	15 MIN	
EMERGENCY HURRICANE	7/25/04	15 MIN	
TAKING PHOTOS	7/23/04	15 MIN	
INMATE TRANSFER/ RELEASE FORMS	7/23/04	15 MIN	
SEARCHING OF INMATES	7/23/04	15 MIN	
RIOTS AND DISTURBANCES	8/10/04	15 MIN	
INMATE DEATHS	8/9/04	15 MIN	
GENERAL ORDERS 62, 6			
NATURAL DISASTER	8/8/04	15 MIN	
ACCOUNTABILITY OF FOOD TRAYS	8/7/04	15 MIN	
MONTHLY STATISTICAL REPORT	8/24/04	15 MIN	
POST ORDERS PURPOSE AND MISSION	8/22/04	15 MIN	
SECURITY PROMOTIONS	8/23/04	15 MIN	
POST ORDERS	8/12/04	15 MIN	
EMERGENCY HURRICANE	8/13/04	15 MIN	
COUNTS	8/22/04	15 MIN	
PERSONAL PROPERTY	8/30/04	15 MIN	
UNIFORM AND PERSONAL APPEARANCE	8/21/04	15 MIN	
POST ORDERS	8/27/04	15 MIN	
CODE OF ETHICS	9/28/04	15 MIN	
DISABLE INMATES	9/29/04	15 MIN	

LAST UPDATED 10/28/05

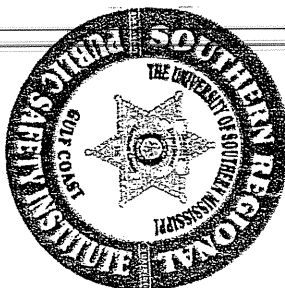
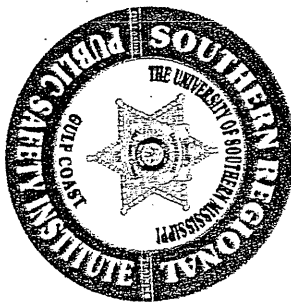
SOUTHERN REGIONAL PUBLIC SAFETY INSTITUTE

Harrison County Sheriff's Department
The University of Southern Mississippi-Gulf Coast

This is to certify that

Timothy B. Moore

has successfully completed the



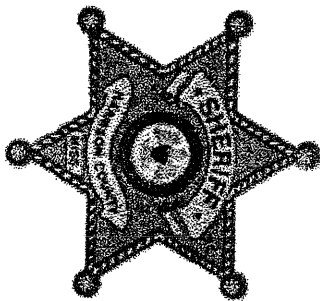
BASIC CORRECTIONAL OFFICER'S TRAINING COURSE (80 HOURS)

This the 20th day of February, 2004

[Signature]
Robert Lacy, Captain, HCSO
Instructor

[Signature]
William Allen, Ph.D., Major, HCSO
Director, SRPSI

Harrison County Sheriff's Department
Correctional Division



This is to certify that

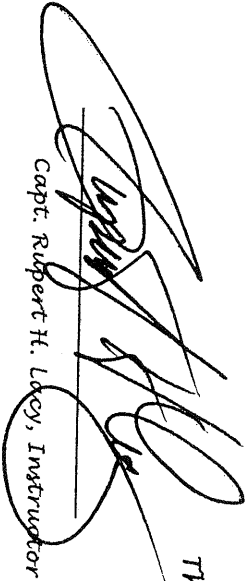
Timothy Brandon Moore


Has successfully completed

CORRECTIONAL OFFICER TRAINING COURSE

(40 Hour)

This the 27th day of February, 2003


Capt. Robert H. Lacy, Instructor


Dianne Gatson-Riley, Director of Corrections

**Harrison County Adult Detention Center
Policy and Procedures Directives**

INMATE GRIEVANCE

Policy: It is the policy of the Harrison County Adult Detention Center to provide to the inmates housed in its facilities an internal grievance mechanism for the resolution of complaints arising from institutional matters. The intent is to reduce the need for litigation and afford the staff an opportunity to improve jail operations.

Procedure:

I. General Information

The Warden will designate a Corrections Officer to fulfill the duties of the Grievance Officer who will be responsible for coordinating investigations and responding to all grievances.

All employees who receive a grievance must respond in the manner prescribed by policy.

The grievance should state clearly the time, date, and names of all parties involved with all pertinent details of the incident or complaint.

Should a grievance make accusation of questionable acts or impropriety on the part of a Corrections Staff Member, the grievance will be forwarded to the Warden. A written response to the Inmate will be made within ten days of receipt of the grievance.

II. Filing

An inmate may file a grievance at any time to bring a problem to the attention of the staff or to appeal a specific action. An inmate may file only for him/herself, although an Inmate may assist another inmate in filing. Only one grievance may be filled out at a time on any one single incident or item of concern. An inmate may withdraw a grievance at any time. No staff member will retaliate against an inmate for filing or withdrawing a grievance.

III. Basis for Grievances

A grievance may be filed for any one of the following reasons:

1. Lost property
2. Staff conduct
3. Conditions/confinement
4. Policy/procedures
5. Incidents
6. Reprisals
7. Mail

Only issues regarding activities within the facility can be addressed in the grievance procedure. Disciplinary actions have an appeal process and are not addressed in the grievance procedure. Issues relating to the courts,

EXHIBIT

"D-12"

attorneys, and other issues over which the Harrison County Adult Detention Center has no control cannot be addressed in the grievance procedure. A grievance filed concerning any of these issues will be returned to the inmate with an explanation as to why it was returned.

IV. Review

If an inmate registers a complaint against a staff member, that employee shall not play a part in making a decision on the request. However, this shall not prevent the employee from being questioned or providing a narrative concerning the incident.

V. Grievance Classification

A grievance will be classified as either an informal, standard, or emergency grievance.

Informal Grievance – may be resolved by staff at any level without the complete processing of a formal grievance.

Standard Grievance – may be processed through normal channels because there is not an immediate threat to the welfare or safety of an inmate.

Emergency Grievance – must be processed expeditiously because there appears to be an immediate threat to the welfare of an inmate.

VI. Informal Grievance

An inmate may verbally submit a grievance to any Corrections Officer. When presented with an informal grievance, the Corrections Officer will advise the Watch Commander and may initiate corrective action, if the action is within the normal scope of the officer's duties. The Watch Commander will attempt to resolve the matter or have the inmate initiate a standard grievance at their discretion.

VII. Standard Grievance

An inmate may file a formal grievance within 30 days after a potential grievable event has occurred. The inmate must submit a detailed description of the occurrence in written form using the prescribed Grievance Form. All grievances will be forwarded to the Grievance officer by way of the request card. Newly initiated grievances sent to the Warden will be given to the Grievance Officer for Step 1 response. Once Step 1 response has been completed the Grievance Officer will return the response in written form to the inmate. If the inmate is not satisfied with the Step 1 response, he/she may send a request to the Grievance Officer for a Step 2 response from the Warden.

VIII. Emergency Grievance

Once an emergency grievance has been submitted, the officer will immediately contact the Grievance Officer, or in his/her absence, the Watch Commander. The Watch Commander and/or Grievance Officer will be responsible for determining whether the situation is in deed life threatening. In the event the situation appears to be life threatening the Watch

Commander will contact the Warden and corrective measures will be taken at that time.

IX. Grievance Officer

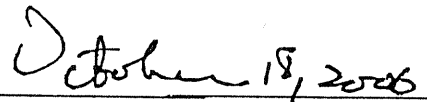
The Grievance Officer will process and investigate all grievances. The Grievance Officer will coordinate all steps of the process. A monthly report of grievances addressed will be submitted to the Warden.

X. Records

Once the grievance process has been completed a complete copy (hard and electronic) of all documents will be maintained by the Grievance Officer, and a copy placed in the inmate's record.



Warden



Effective Date